

TOWN OF DAVIE TOWN COUNCIL AGENDA REPORT

AGENDA DATE: June 02, 2004

To: Mayor and Councilmembers

FROM/PHONE: Mark Alan, Director of Human Resources Management (954) 797-1169

PREPARED BY: Mark Alan

SUBJECT: Resolution enacting and formally establishing job classification titles, job classification specifications, and salary ranges

AFFECTED DISTRICT: Not Applicable

TITLE OF AGENDA ITEM:

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA AUTHORIZING JOB CLASSIFICATION TITLES, JOB CLASSIFICATION SPECIFICATIONS, AND SALARY RANGES FOR FIRE BATTALION CHIEF, POLICE CAPTAIN, PUBLIC INFORMATION SPECIALIST, AND SENIOR PROJECT MANAGER; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

REPORT IN BRIEF:

The subject item has been agendized under the consent agenda. The adoption of this resolution will enact and formally establish titles, specifications/descriptions, and salary ranges for the indicated job classifications. The adoption of this resolution is necessary since pursuant to Personnel Rules and Regulations of the Town of Davie, Rule III, Section 7 and Rule IV, Section 2, new or revised job classification specifications and salary range adjustments will be submitted to the Town Council for approval.

The establishment of new or amended job classification titles and job classification specifications/descriptions is necessary in order to accurately reflect the general statement of the job classification as well as specific duties and responsibilities, essential job functions, minimum requirements, and performance indicators for the specified job classifications. The establishment of associated salary ranges of the specified job classifications was necessary in order to appropriately compensate individuals employed in these job classifications when competitive market conditions and internal equity issues are taken into consideration. The following includes some of the factors considered during the analyses for the development and establishment of the job classification titles, job classification specifications, and salary ranges for inclusion of the indicated job classifications in the Fiscal Year 2003 Budget: 1) Job tasks (qualitatively/quantitatively); 2) Task significance, variability, and difficulty; 3) Knowledge/skill variety; 4) Level of autonomy; 5) Interaction (co-worker, supervisory); 6) Span of control; 7) Work unit size; 8) Size of organization.

The following is a newly proposed job classification and associated salary range:

Senior Project Manager	525(\$56,273 - \$75,412)
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The following are currently approved job classifications and current associated salary ranges. The Job classification specifications/descriptions for these job classifications merely contain updated language:

Fire Battalion Chief	527(\$59,628 - \$79,907)
Police Captain	527(\$59,628 - \$79,907)
Public Information Specialist	519(\$46,211 - \$61,927)

PREVIOUS ACTIONS: None

CONCURRENCES: Not Applicable

FISCAL IMPACT: None

Has request been budgeted? Not Applicable

Account Name: Not Applicable

RECOMMENDATIONS: Staff recommends approval of the Resolution.

Attachment(s):

- Resolution
- Exhibits "A" through "C"

cc: Thomas J. Willi, Town Administrator
Ken Cohen, Assistant Town Administrator
Russell Muniz, Town Clerk

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA AUTHORIZING JOB CLASSIFICATION TITLES, JOB CLASSIFICATION SPECIFICATIONS, AND SALARY RANGES FOR FIRE BATTALION CHIEF, POLICE CAPTAIN, PUBLIC INFORMATION SPECIALIST, AND SENIOR PROJECT MANAGER; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Davie desires to authorize job classification specifications, job classification titles, and salary ranges for several job classifications and amend the classification and compensation plan accordingly; and

WHEREAS, it is recommended that the classification and compensation plan be amended to enact and formally establish job classification specifications, job classification titles, and salary ranges for said job classifications; and

WHEREAS, it is in the best interest of the Town to enact said amendments to the classification and compensation plan.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Town Council of the Town of Davie does hereby authorize the amendment of the Town of Davie classification and compensation plan by authorizing the following job classification specifications herein incorporated as Exhibits A through D at the indicated annual salary ranges:

<u>Job Classification</u>	<u>Salary Range</u>
Fire Battalion Chief	527(\$59,628 - \$79,907)
Police Captain	527(\$59,628 - \$79,907)
Public Information Specialist	519(\$46,211 - \$61,927)
Senior Project Manager	525(\$56,273 - \$75,412)

SECTION 2. If any section, subsection, sentence, clause, phrase, or portion of this Resolution is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portion of the Resolution.

SECTION 3. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS ____ DAY OF _____, 2004

MAYOR/COUNCILMEMBER

ATTEST:

TOWN CLERK

APPROVED THIS ____ DAY OF _____, 2004

(Agenda Date: June 02, 2004)

Exhibit "A"

CLASS SPECIFICATION

BATTALION CHIEF

GENERAL STATEMENT OF JOB

Under limited supervision, performs supervisory fire fighting work directing the activities of the Fire Rescue Department and Emergency medical services on an assigned shift. Employee in this classification is responsible for directing and controlling such major functions of the Fire Department as administration, fire suppression, training, enforcing fire codes, educating the public in fire safety, and initiating arson investigations. Is also responsible for evaluating the situation and formulating a plan of suppression upon arrival at the scene of a fire. Employee shall confer with higher ranking officers on difficult fire department situations, important administrative and operational decisions, and on significant exceptions from established practices. Reports to Division Chief.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Responds to alarm fires during the assigned shift; directs all fire fighting and rescue activities throughout the Town during an assigned shift; and determines the necessity for additional apparatus and personnel.

Reviews the records and reports of operations; prepares related departmental reports.

Performs periodic inspections of all fire stations, apparatus and personnel on the assigned shift and prepares written inspection reports for administrative review.

May perform any or all fire fighting duties at the scene of a fire.

Ensures that the routine schedule for the day is followed by all assigned personnel; and defines priorities and makes work assignments.

Participates in training subordinate employees and evaluating their performance; handles disciplinary matters and solves employee problems; and maintains time and attendance records.

Attends and participates in training sessions in such subjects as fire fighting techniques, equipment techniques, first aid, street layout and hydrant location.

Participates in labor contract negotiations on behalf of management; reviews contract or proposals and submits written comments or counter proposals.

Evaluates performance of department officers; recommends change of status for probationary employees or officers; screens and interviews new applicants to department.

Assists Fire Chief with preparation of annual budget proposal; maintains department inventories, monitoring expenses and purchasing needed supplies.

Responds to emergency calls to perform necessary rescue work and administer necessary emergency medical care.

Participates in a continuous training program to improve competence in medical technical work.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Must possess an associate's degree in a field related to the work of the Fire Rescue Department. Incumbent personnel with ten (10) years experience as a Fire Lieutenant and who possess a Fire Officer I certification may substitute said experience and

certification for a related associate's degree. Such incumbents must obtain a related associates degree by October 01, 2007.

Must possess a minimum of six (6) years experience in fire suppression, fire prevention, emergency medical services with at least three (3) years as a Fire Lieutenant or higher rank. Individuals possessing a bachelor's degree may substitute one (1) year of experience as a Fire Lieutenant or higher rank for the aforementioned experience.

It is a condition of employment that a bachelor degree in a field related to the work of the Fire Rescue Department must be attained by October 01, 2008.

SPECIAL REQUIREMENTS

Must hold a current Florida Certificate of Compliance as a Firefighter and current State of Florida or National Registry certification as a Paramedic. Must obtain State Fire Officer I certification by October 1, 2007. Must obtain State Fire Officer II certification or CFO designation by October 1, 2008. Executive Fire Officer preferred. Must possess a valid State of Florida driver's license Class "D" with an "E" Endorsement, and EVOC certificate.

Candidates presently employed with the Town of Davie Fire Rescue Department must hold a current State of Florida or National Registry Certification as an EMT. **NOTE:** Incumbent personnel must also attain Paramedic certification and State Fire Officer I certification by October 1, 2007; Fire Officer II or CFO designation by October 1, 2008. Executive Fire Officer preferred.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including various fire fighting and emergency response equipment, audio visual equipment, and common office equipment, etc. Must be able to exert up to 150 pounds of force occasionally, and/ or up to 50 pounds of force frequently, and/ or up to 10 pounds of force constantly to move objects. Physical demand requirements are those for very heavy work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates, and receiving information from superiors.

Language Ability: Requires the ability to read a variety of reports, correspondence, charts, forms, permits, etc. Requires the ability to prepare correspondence, reports, forms, budgets, permits, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of rational systems to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including emergency response codes, fire codes, medical and legal terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra and geometry.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using office equipment and fire fighting equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as fire fighting equipment and office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone and two-way radio.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the principles, methods and equipment used in fire fighting, fire prevention and rescue operations. Has thorough knowledge of modern techniques and methods of fire administration with special attention to fire prevention and fire fighting principles, practices, and procedures. Has thorough knowledge of applicable collective bargaining agreement as well as departmental policies and procedures. Has considerable knowledge of applicable laws and ordinances and of departmental policies, procedures and regulations. Has considerable knowledge of the operating characteristics and service requirements of the departmental equipment and apparatus. Has considerable knowledge of the principles and practices of municipal fire department organization and administration. Has considerable knowledge of street layout, buildings and the location of fire hydrants. Has general knowledge of basic emergency medical procedures and techniques. Is able to plan, direct and coordinate the effective use of firefighting equipment, apparatus and personnel. Is able to exercise initiative in meeting and resolving emergency situations. Is able to analyze situations quickly and correctly and adopt effective courses of action with regard to surroundings and circumstances. Is able to prepare and maintain routine work records and reports. Is able to train and instruct in modern firefighting and fire prevention principles, practices, and procedures. Is able to represent the department effectively in public, to enlist cooperation in its programs, and to present its programs effectively in public meetings. Is able to express ideas effectively orally and in writing. Is able to establish and maintain effective working relationships as necessitated by work assignments. Has physical strength and agility to perform prolonged and arduous work under adverse conditions when required.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all Town departments and divisions, coworkers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Illustrative Examples of Work."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountability. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the Town.

Relationships with Others: Shares knowledge with supervisors and staff for mutual and Town benefit. Contributes to maintaining high morale among all Town employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the Town and project a good Town image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the Town. Interacts effectively with fellow employees, Fire Chief, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in

accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the Town regarding the activities of the department and works to see that these expectations are met. Designs and formulates ways, means and timing to achieve the goals and objectives of the department. Within the constraints of Town policy, formulates the appropriate strategy and tactics for achieving departmental objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the department.

Organizing: Organizes work and that of subordinate staff. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all Town and department matters affecting them and/or of concern to them.

Staffing: Works with other Town officials and management to select and recommend employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department and the Town. Assists in the development and training of department personnel in order to ensure that they are properly inducted, oriented and trained.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm *in* influencing and guiding others toward the achievement of departmental goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits and controls manpower and financial resources efficiently and effectively. Coordinates audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of departmental standards, methods and procedures.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet department goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the department. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the department. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of Town policies regarding the department. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the Town and continually reviews department policies in order to ensure that any changes in Town philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

(Agenda Date: June 02, 2004)

Exhibit "B"



CLASS SPECIFICATION

POLICE CAPTAIN

GENERAL STATEMENT OF JOB

Under general supervision, performs responsible administrative and supervisory law enforcement work as commander of a division in the Police Department. Employee is responsible for supervising subordinate shift supervisors or unit commanders and the activities of personnel under their command, and participating in planning for division goals and objectives. Reports to the Assistant Chief of Police or Police Major.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Oversees activities of personnel in a division of the Operations or Administration Bureau, as assigned, through direct or delegated supervision, ensuring that established policies, procedures and programs are planned and implemented in accordance with the Chief of Police's directives; confers with appropriate bureau commander and reviews, develops and implements policy and procedures, as necessary, to improve division's and units' efficiency; confers with subordinates to ascertain needs and concerns, and responds appropriately and/or relays information to bureau commander; reviews various reports, including activity logs and incident reports, and approves actions or makes recommendations as to procedure.

Reviews and appraises job performance of direct subordinates, preparing and submitting various reports and records as required by Chief or bureau commander; reviews job performance evaluations of division personnel as submitted by shift or unit supervisors; ensures division personnel understand and receive training required of assigned positions and logical career paths, and provides or coordinates acquisition to training.

Administers or recommends routine personnel matters affecting subordinates, including recruiting, interviewing, hiring, training, assigning, scheduling, granting leave, appraising and disciplining, etc., submitting such records and reports as required by Department management.

Assists bureau commanders in preparation of annual budget proposals, providing recommendations for division funding; assists in administrative oversight of expenditures, including reviewing and approving division expenditures.

Serves as liaison to news media, preparing and distributing news releases and responding to inquiries, as appropriate and in adherence to applicable public records laws.

Performs research and compiles data for special projects or reports, as assigned, ensuring completion by specified deadlines and in accordance with established goals and objectives; maintains confidentiality of investigations, studies and other projects as directed by bureau commander.

Receives and investigates complaints pertaining to conduct of subordinate personnel, programs, procedures, etc., interviewing various parties and reviewing reports, and preparing verbal and/or written responses and recommendations, as appropriate; receives and responds to praise for subordinate personnel, division activities, programs, etc., ensuring appropriate recognition of parties involved; prepares reports for bureau commander, as requested or otherwise deemed appropriate.

ADDITIONAL JOB FUNCTIONS

Responds to and serves as incident commander at scenes of major crimes or during natural or manmade disasters, manhunts, hostage situations, barricaded suspects, etc., coordinating tactical planning and activities of departmental personnel.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in criminal justice, police science, or a related field, and 3 to 5 years of progressively responsible police experience, including 1 year as a Police Lieutenant having successfully completed conditional appointment with the Town of Davie Police Department; or any equivalent combination of training and experience which provides to required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Certification as a police officer by the State of Florida. Possession of a valid Florida driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computers, typewriters, copiers, facsimile machines, firearms, restraint devices, two-way radios, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 75 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or 25 pounds of force constantly to move objects. Work may involve walking, standing, running and physical confrontation. Physical demand requirements are for Medium to Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of reports, correspondence, forms, schedules, personnel records, budget statements, etc. Requires the ability to prepare correspondence, reports, budgets, forms, schedules, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical and professional languages, including law enforcement and legal terminology, and emergency response codes.

CAPTAIN

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of statistics and statistical inference.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using office and law enforcement equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress, and in emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone and two-way radio.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the policies, procedures and programs of law enforcement work. Has thorough knowledge of departmental policies and procedures. Has thorough knowledge of federal, state and local laws pertaining to law enforcement. Has thorough knowledge of media operations and pertinent public records laws, rules and regulations with respect to providing confidential and/or sensitive information. Has considerable knowledge of the standard practices, techniques, materials, and equipment used in law enforcement work. Has considerable knowledge of the ethical guidelines applicable to the position as outlined by professional standards and/or federal, state or local laws, rules, and regulations. Has considerable knowledge of the principles of supervision, administration and organization. Has considerable knowledge of the current literature, trends and developments in law enforcement and law enforcement administration. Has general knowledge of the principles and practices of local government and law enforcement planning requirements. Is skilled in the use of firearms and other law enforcement equipment. Is able to use common office machines, including computer-driven word processing, spreadsheet and file maintenance programs. Is able to organize work flow and coordinate activities. Is able to analyze and interpret policy and procedural guidelines and to resolve problems and questions. Is able to assign, direct, supervise and evaluate the activities of a large and diverse subordinate staff. Is able to exercise leadership and sound judgment in routine and emergency situations. Is able to effectively express ideas orally and in writing. Is able to exercise tact, courtesy and firmness in frequent contact with public officials and the general public. Is able to establish and maintain effective working relationships as necessitated by work assignments.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all Town departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

CAPTAIN

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountability. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the Town.

Relationships with Others: Shares knowledge with supervisors and staff for mutual and Town benefit. Contributes to maintaining high morale among all Town employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the Town and project a good Town image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the Town. Interacts effectively with fellow employees, supervisor, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly work place.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the Town regarding the activities of the department and works to see that these expectations are met. Designs and formulates ways, means and timing to achieve the goals and objectives of the department and the Town. Within the constraints of Town policy, formulates the appropriate strategy and tactics for achieving departmental and Town objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the department and Town.

CAPTAIN

Organizing: Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all Town and department matters affecting them and/or of concern to them.

Staffing: Works with other Town officials and management to select and recommend employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department and the Town. Personally directs the development and training of department personnel in order to ensure that they are properly inducted, oriented and trained.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of Town goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits and controls manpower and financial resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of Town standards, methods and procedures.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet department goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the department. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the department and Town. Employs imagination and creativity in the application of duties and responsibilities. Is not averse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of Town policies regarding the department and Town function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the Town and continually reviews department policies in order to ensure that any changes in Town philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

(Agenda Date: June 02, 2004)

Exhibit "C"

CLASS SPECIFICATION

PUBLIC INFORMATION SPECIALIST

GENERAL STATEMENT OF JOB

ESSENTIAL JOB FUNCTIONS

Under limited supervision, performs professional journalist and public relations work. Responsible for designing information media and its dissemination. Must demonstrate considerable initiative and independence when completing assignments. Reports to the Town Administrator.

Plans and executes media and public relations events sponsored by the Town; develops and conducts surveys of Town residents to determine needs, develops promotional campaigns and materials for programs and events, preparing brochures, flyers, newsletters, etc., contacts mass media, solicits business, community and civic representatives for sponsorship and donations for programs and events.

ILLUSTRATIVE TASKS

Confers with Town Administrator in the planning, development, layout and design of public information and publicity projects.

Researches, writes and edits press releases, feature stories, and articles; creates and designs publication of city fliers and brochures; edits Town newspaper; conducts field and office research.

Plans and writes special pamphlets and booklets on departmental objectives and activities.

Establishes and maintains effective working relationships with broadcast and print media representative. Designs and prepares audio-visual, photographic, graphic educational departmental displays and various other exhibits.

Develops and maintains a specialized library of feature stories, fact sheets, photographs and other media suitable for distribution; disseminates information upon request.

Develops and implements procedures for processing media requests.

Develops and maintains specialized media mailing lists.

Plans and develops program needs for materials and supplies; plans and submits expenditure requisitions.

Illustrative Tasks (continued)

Attends seminars, conferences, workshops, classes, lectures, etc., as appropriate to enhance and maintain knowledge of trends and developments in the field of public relations, journalism and events.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in English, public relations, journalism or public administration and 3 years progressively responsible professional experience in related field, which provides the required skills, knowledge and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, copiers, calculators, facsimile machines, etc. Must be physically able to operate motor vehicles. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the workers sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) or data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates or assistants, and/or program participants.

Language Ability: Requires the ability to read a variety of correspondence, reports, records, purchase orders, forms, etc. Requires the ability to prepare a variety of correspondence, reports, budgets, surveys, personnel forms, news releases, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before a group of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including accounting, legal and marketing terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages.

Forms/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, such as keyboards, toggle switches, **control knobs, etc. Must have minimal levels of eye/hand/foot coordination.**

Color Discrimination: Requires the ability to differentiate between colors and shades of colors.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be acceptable to performing under stress when confronted with persons acting under stress.

Physical communication: Requires the ability to talk and/or hear: (talking-expressing or exchanging ideas by means of spoken words; hearing-perceiving nature of sounds by ear). Must be able to communicate via telephone.

PERFORMANCE INDICATORS

Knowledge of Job: Has general knowledge of the philosophy and objectives of public events. Has considerable knowledge of the principles, practices and procedures for management of events for the Town. Have the knowledge, skill and judgment to develop and apply departmental policies, procedures and to evaluate them for

their effectiveness and efficiency. Has the knowledge to anticipate needs, respond with workable solutions and implement new ideas in cooperation with other members of the staff and the general public. Has considerable knowledge of English language usage both written and oral. Considerable knowledge of the techniques used for planning, composing and editing publicity material. Knowledge of the methods, principles and practices utilized in graphic layouts and designs. Knowledge of broadcast and print media requirements as they apply to a public information/publicity program. Knowledge of journalistic principles and practices. Knowledge of the activities and operations of the Town. Considerable knowledge of maintaining and operating a computer and its peripherals, as they pertain to desktop publishing and graphic design. Considerable knowledge in the use of current desktop publishing and graphic design computer applications. Ability to assemble and compose informative and interesting material for media releases and related publicity information. Ability to express ideas and factual information in a clear and concise manner. The ability to work independently and complete assignments in an accurate and timely manner. Ability to multitask (work on multiple projects simultaneously).

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all Town entities, co-workers, media, and general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Illustrative Tasks."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off request.

(Agenda Date: June 02, 2004)

Exhibit "D"



CLASS SPECIFICATION

SENIOR PROJECT MANAGER

GENERAL STATEMENT OF JOB

This is advanced professional and administrative work with supervisory responsibilities in the management of construction projects for the Town. Work involves the quality control of Capital Improvement programs on behalf of the Town. An employee assigned to this classification is responsible for planning, directing and coordinating activities to ensure projects are accomplished within prescribed time frame and funding parameters. Responsibilities include analyzing special conditions/circumstances which arise on the projects, assisting with solving difficult or unusual construction problems and assisting in the establishment of division objectives. Assignments usually are received in the form of broad instructions or general program objectives. **Work is performed under the general direction of the Public Works Director.**

ESSENTIAL JOB FUNCTIONS

Directs, plans, assigns and reviews the work of architectural and engineering consultants and contractors engaged in the construction of a variety of complex projects.

Establishes policies and procedures for processing consultants' invoices, requisitions and purchase orders.

Reviews consultants' plans and specifications and conducts meetings with consultants and contractors.

Establishes design guidelines and construction standards for projects.

Ensures compliance with policies and procedures prior to execution of change orders; reviews change proposal requests and advises on establishing priorities for the initiation of change orders.

Establishes standards and procedures for substantial completion and final acceptance inspections and reviews inspection reports; and final determination of project completion and recommends final acceptance of completed project.

Interviews applicants for employment; evaluates and disciplines employees; maintains time sheets and related work records for project managers.

Formulates policies for warranty administration; screens complaints and coordinates correction.

Performs special investigations, site analyses and feasibility studies as required and submits technical and management reports.

Meets with consultants, contractors, utility organizations, city, state, federal agencies, civic associations, business and community leaders, property owners and attorneys.

Assist with the preparation of the budget for capital expenditures.

ADDITIONAL JOB FUNCTIONS

Performs other related and non-related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's Degree from an accredited college or university in Civil Engineering, Architecture, or Construction Management and **seven (7) years** of progressively responsible experience in the area of Design and Project Management of which, **at least two (2) years supervisory experience as a Project Manager. Professional Engineer license or Class "A" General Contractors license preferred.**

SPECIAL REQUIREMENT

Possession of a valid Florida driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of office equipment including computer, copier, survey systems, design equipment, etc. Must be able to exert up to 10 pounds of force occasionally, and/or up to 5 pounds of force frequently, or a negligible amount of force constantly to move objects. Physical demand requirements are those for Light Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the work sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving and giving instructions, assignments or directions.

Language Ability: Requires the ability to read a variety of reports, letters and memos budget reports, assessment surveys and permits, code regulations, inspections reports, etc. Requires the ability to prepare correspondence, forms, studies, assessments, municipal code development etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in technical and/or professional languages including engineering, legal, construction, and regulatory terminology used within the parameters of the job.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide, utilize decimals and percentages; understand and apply the theories of algebra and geometry.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires ability to coordinate hands and eyes rapidly and accurately using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress and in emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

PERFORMANCE INDICATORS

Knowledge of Job: Has considerable knowledge of the Town Code of ordinances and other applicable ordinances and regulations, or demonstrated ability to acquire same. Has considerable knowledge and understanding of established department policies, procedures, directives and objective, and ability to adjust to changes in same. Has considerable knowledge of investigative methods, procedures and techniques. Has general knowledge of the current literature, trends and developments in the field of code compliance. Has working knowledge of Town geography. Is able to plan, organize and complete work assignments in situations involving numerous demands and priorities. Is able to exercise independent judgment and initiative in applying standards to a variety of work situations. Is able to express ideas effectively orally and in writing. Is able to establish and maintain effective working relationships with other employees, subordinates, the general public and Town officials, and as otherwise necessitated by work assignments. Is able to exercise considerable tact and firmness in communicating with the public and other staff.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all Town departments and divisions, co-workers and the general public.

Quantity of Work: Maintain effective and efficient output of all duties and responsibilities as described under "Illustrative Examples of Work."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountability. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the Town.

Relationships with Others: Shares knowledge with supervisors and staff for mutual and Town benefit. Contributes to maintaining high morale among all Town employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the Town and project a good Town image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the Town. Interacts effectively with fellow employees, supervisors, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the assigned work area. Knows and understands the expectations of the department regarding the activities of the assigned work area and works to see that these expectations are met. Designs and formulates ways, means and timing to achieve the goals and objectives of the assigned work area. Within the constraints of departmental policy, formulates the appropriate strategy and tactics for achieving work objectives. Organizes, arranges and allocates manpower and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the assigned work area.

Organizing: Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all departmental matters affecting them and/or of concern to them.

Staffing: Works with department management to recommend employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department and the Town. Assists in the development and training of department personnel in order to ensure that they are properly inducted, oriented and trained.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of departmental goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits and controls manpower resources efficiently and effectively. Coordinates audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of departmental standards, methods and procedures.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet work goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the assigned work area. When a particular policy, procedure or strategy does not appear to be achieving the desired result, informs and interacts with supervisory personnel to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the assigned work area. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of departmental policies regarding the assigned work area. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the department and continually reviews department policies in order to ensure that any changes in philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

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